

MAJOR FUNCTION

This is responsible professional, managerial and administrative work performing under the direction of the City Treasurer-Clerk. The incumbent directs one of the six departments under the appointed official and is accountable for the financial and operational results of the assigned department. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the day-to-day operations of the Department. Interacts with other departments under the appointed official as well as cross-City departments. Plans, coordinates, and oversees the functional and technical operations of the department. Directs and supervises the administrative operations of the department. Heads major initiatives. Assists the City Treasurer-Clerk in activities requiring interaction with other governmental bodies. Conducts independent research on assigned topics and prepares reports for the City Treasurer-Clerk, City Commission, and for distribution to other department directors. Manages the work of assigned personnel; delegates and reviews work assignments; hires, trains, and evaluates personnel. Prepares standard operating procedures for the department; performs strategic planning for overall improvement of department services; evaluates service areas for deficiencies, formulates solutions, and develops action plans. Interacts and coordinates with all divisions and other Departments in the City.

Oversees the administration of the City's pension systems. Orients and enrolls new City employees. Plans, coordinates, and conducts educational seminars for City employees. Counsels mid-career employees relating to retirement planning. Counsels and processes retiring employees; Calculates pension benefits for retiring employees. Maintains accurate individual employee pension records. Provides responses to retirement -related inquiries whether in person, by telephone, or through correspondence. Provides staff support to pension advisory committees. Provides all administrative support for supplemental share plans for police and fire. Stays abreast of current federal and state legislation affecting public pension plans. Assists the City Treasurer-Clerk in management of City pension plan assets, including but not limited to financial analysis of investment alternatives for the purpose of recommending highest plan benefit subject to acceptable level of risk. Coordinates actuarial analysis of pension plan, including periodic actuarial reports and preparation of actuarial impact statements. Prepares and submits required reports to the State of Florida. Effects strategic planning to ensure sufficiency of retirement program and sustainability of same. Evaluates benefit structure of City retirement program. Administers disability/health related retirements, including coordination with departments and physicians.

Prepares, maintains, and monitors department budget. Prepares reports, correspondences, and agenda items. Manages the selection, transfer, , recall, promotion, discipline or dismissal of employees. Conducts performance evaluations and approval or disapproval of merit increases Approves leave, disciplines employees. Performs general administrative tasks and other related work as required. Develops quality and productivity improvement capabilities to improve services and effectiveness. Assigns, trains, directs, and evaluates the work of subordinate professional and clerical personnel.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc and cross-functional teams to represent the department's position. Represents the City and its viewpoints at conferences, seminars, workshops, and meetings, as applicable. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices pertaining to public retirement pension plans, in the State of Florida. Knowledge in several key professional disciplines, including financial analysis and investments. Ability to analyze various financial alternatives and make recommendations with highest benefit subject to acceptable level of risk. Ability to appraise market trends in terms of their impact upon the City and its financial structure. Ability to present findings effectively in an oral and written form. Ability to analyze and interpret fiscal records. Knowledge of retirement transaction procedures. Knowledge of federal and state legislative impacts on public pension plans. Knowledge of retirement vehicles available for public pension plans. Knowledge of fiscal investment and statistical analysis techniques. Knowledge of Actuarial Valuation concepts. Knowledge of microcomputer spreadsheet applications. Knowledge of the practices, principles and techniques of accounting, budgeting and auditing. Knowledge of financial record keeping and reporting principles and practices. Knowledge of union contract negotiation procedures. Knowledge of the principles of supervision, training and performance evaluation. Thorough knowledge of organizational operations and functions. Ability to deal tactfully and courteously with employees, retirees, beneficiaries, and vendors. Ability to communicate clearly and concisely, both orally and in writing. Ability to analyze problems and exercise sound professional judgment to arrive at logical and valid conclusions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improved performance and high morale. Ability to work effectively with an elected legislative body. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze, plan, organize, recommend and/or implement workflow procedures. Ability to make presentations in front of large groups. Possesses management style and values that are consistent with the City's mission and values. Skilled in the use of information technologies and the associated programs and applications necessary for successful job performance Demonstrates interpersonal facilitation and communication skills.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, human resources, or a related field and four years of professional and administrative experience that includes pension/employee benefits administration; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

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